

Board Agenda Item
April 9, 2003

ADMINISTRATIVE - 1

Adoption of Minutes - March 26, 2003, Park Authority Board Meeting

ISSUE:

Approval of the minutes of the March 26, 2003, Park Authority Board meeting .

RECOMMENDATION:

The Park Authority Director recommends approval of the minutes of the March 26, 2003, Park Authority Board meeting .

TIMING:

Board action is requested on April 9, 2003.

FISCAL IMPACT:

None.

ENCLOSED DOCUMENTS:

Attachment 1: Minutes of the March 26, 2003, Park Authority Board meeting

STAFF:

Michael A. Kane, Director

Nancy L. Brumit, Secretary to the Board

Board Agenda Item
April 9, 2003

ADMINISTRATIVE - 2

Resolution Recognizing National Volunteer Week and Honoring Outstanding Park Authority Volunteers

ISSUE:

Approval of the Resolution recognizing National Volunteer Week and honoring outstanding Park Authority volunteers.

RECOMMENDATION:

The Park Authority Director recommends that the Park Authority Board approve the Resolution recognizing National Volunteer Week and honoring outstanding Park Authority volunteers.

TIMING:

Park Authority Board action is requested on April 9, 2003, in order to prepare the individual resolutions in time for presentation at the April 23, 2003, Volunteer Reception.

BACKGROUND:

National Volunteer Week began in 1974 when President Richard Nixon signed an Executive Order establishing the week as an annual celebration of volunteering. Every president since has signed a proclamation promoting this celebration. National Volunteer Week is a time to recognize and celebrate the efforts of volunteers at the local, state and national levels.

On the occasion of National Volunteer Week, the Park Authority Board will host a recognition ceremony honoring the Outstanding Park Authority Volunteers of FY 2002. The reception will be held on April 23, 2003, in the Herrity Building Atrium from 7 to 8:30 p.m. Light fare will be featured after the presentation of resolutions of appreciation are presented to more than two dozen recipients.

FISCAL IMPACT:

None.

Board Agenda Item
April 9, 2003

ENCLOSED DOCUMENT:
Attachment 1: Resolution

STAFF:
Michael A. Kane, Director
Lee Stephenson, Director, Resource Management Division
Judy Pedersen, Public Information Officer

Board Agenda Item
April 9, 2003

ADMINISTRATIVE - 3

Rezoning - RZ/FDP 2002-PR-025, DSF Long Metro (Providence District)

ISSUE:

Approval of staff comments pertaining to the Rezoning application for RZ/FDP 2002-PR-025, DSF Long Metro; located on Tax Map: 49-1((16)) A,A1,8A,9,9A,10,10A near Dunn Loring Metro Station. The Development Plan shows two proposed four-story residential apartment/condominium buildings each with a small area of retail space on the first floor at the corner of Merrilee Drive and Prosperity Avenue. Small urban plaza/seating areas are shown at the southeast and southwest corners of Merrilee Drive and Prosperity Avenue. A larger plaza connected to Merrilee Drive is proposed in an alcove area of the western building.

RECOMMENDATION:

The Park Authority Director recommends Park Authority Board approval of the following summary comments regarding RZ/FDP 2002-PR-025, DSF Long Metro:

- The Fairfax County Park Authority requests the applicant develop an urban plaza park area (approximately 0.2 acres) at the southeast corner of Merrilee Drive and Prosperity Avenue and dedicate it to the Park Authority for public park purposes;
- In the event that the proposed park site development value is less than \$682,025 the applicant should dedicate the difference to the Park Authority for recreational facility development;

(This item was reviewed by the Planning and Development Committee on April 2, 2003, and approved for submission to the Park Authority Board.)

TIMING:

Board action is requested on April 9, 2003. The Planning Commission has scheduled a hearing to review this case on April 30, 2003. The Board of Supervisors is scheduled to hold a hearing on this project on May 18, 2003.

Board Agenda Item
April 9, 2003

BACKGROUND:

The Development Plan proposes 445 new residential units in two buildings on approximately 6.1 acres. The proposal will add approximately 970 residents to the current population of the Providence District. The required recreational contribution for Planned Residential Housing Zoning Districts (PDH), based on \$955 per residential unit is \$424,975. Based on anticipated facility impacts, staff recommends requesting an additional \$257,050 for a total of \$682,025.

The Comprehensive Plan specifically identifies this site as the location for a public urban plaza or green. The Development Plan shows a proposed courtyard that fronts onto Merrilee Drive and has no visibility from the Metro grounds. As a result, it does not meet the intent of the Plan to provide a public space that will anchor this end of the key corridor connecting the Metro station to the planned new core town center. Staff recommends that a larger urban park plaza be developed on the southeast corner of Merrilee Drive and Prosperity Avenue in lieu of the courtyard currently proposed.

FISCAL IMPACT:

It is anticipated that the applicant for the rezoning on this site would proffer to develop the proposed park improvements. If the Park Authority accepts dedication of the parkland, there will be annual operational and maintenance costs.

ENCLOSED DOCUMENTS:

Attachment 1: Vicinity Map

Attachment 2: Reduced Development Plan (Showing the area proposed to be dedicated to the Park Authority)

STAFF:

Michael A. Kane, Director

Lynn Tadlock, Director, Planning and Development Division

Kirk Holley, Manager, Planning and Land Management Branch

Irish Grandfield, Supervisor, Planning and Land Management Branch

Board Agenda Item
April 9, 2003

ADMINISTRATIVE - 4

Annandale Road Property, Record Plat 0172-RP-01-2 (Mason District)

ISSUE:

Approval of staff comments pertaining to the Annandale Road Property, Record Plat 172-RP-01-2.1, located on Tax Map: 60-1 ((1)) 57, adjacent to Holmes Run Stream Valley Park. The Record Plat shows two residential lots, Outlot Parcel A and Outlot Parcel B. Outlot Parcel B will be dedicated to the Fairfax County Park Authority to expand Holmes Run Stream Valley Park.

RECOMMENDATION:

The Park Authority Director recommends Park Authority Board approval of the following summary comments regarding Annandale Road Property Record Plat:

- The applicant should dedicate Outlot Parcel B (0.39 acres) to the Park Authority for public park purposes.

(This item was reviewed by the Planning and Development Committee on April 2, 2003, and approved for submission to the Park Authority Board.)

TIMING:

Board action is requested on April 9, 2003, in order to have comments submitted in a timely manner.

BACKGROUND:

This two acre site currently has no existing home. This record plat will create two residential lots plus Outlot Parcels A and B. Outlot Parcel B is located adjacent to Holmes Run Stream Valley Park and will be conveyed to the Park Authority for public park purposes.

FISCAL IMPACT:

None

Board Agenda Item
April 9, 2003

ENCLOSED DOCUMENTS:

Attachment 1: Vicinity Map

Attachment 2: Reduced Record Plat (Showing the Area Proposed to be Dedicated to the
Park Authority)

STAFF:

Michael A. Kane, Director

Lynn Tadlock, Director, Planning and Development Division

Kirk Holley, Manager, Planning and Land Management Branch

Irish Grandfield, Supervisor, Planning and Land Management Branch

Michael Rierson, Supervisor, Resource Protection Group

Scott Sizer, Engineer, Planning and Land Management Branch

Board Agenda Item
April 9, 2003

ADMINISTRATIVE - 5

McCormick Property, Preliminary Plan 1762-PL-01-1 (Dranesville District)

ISSUE:

Approval of staff comments pertaining to the McCormick Property, Preliminary Plan 1762-PL-01-1, located on Tax Map: 41-1 ((1)) 33 adjacent to Franklin Woods Park. The Preliminary Plan shows three residential lots and one small outlot. The outlot parcel will be dedicated to the Fairfax County Park Authority to provide public road frontage and public access to the currently land-locked Franklin Woods Park.

RECOMMENDATION:

The Park Authority Director recommends Park Authority Board approval of the following summary comments regarding the McCormick Property Preliminary Plan:

- The applicant should dedicate Outlot A (approximately 922 square feet) to the Park Authority for public park purposes;
- The applicant should construct lockable bollards, or other vehicular impediment, to minimize vehicular encroachment into Park Authority property.

(This item was reviewed by the Planning and Development Committee on April 2, 2003, and approved for submission to the Park Authority Board.)

TIMING:

Board action is requested on April 9, 2003, in order to have comments submitted in a timely manner.

BACKGROUND:

This two-acre site currently has one existing home. The preliminary plan will create two additional residential lots plus one small outlot. Outlot A, located at the end of Birch Road, will be conveyed to the Park Authority to provide public road frontage and public access to Franklin Woods Park.

Franklin Woods Park is a 1.45-acre Neighborhood Park. The park is not currently master planned and has no improved facilities.

Board Agenda Item
April 9, 2003

FISCAL IMPACT:
None

ENCLOSED DOCUMENTS:

Attachment 1: Vicinity Map

Attachment 2: Reduced Preliminary Plan (Showing the Area Proposed to be Dedicated to
the Park Authority)

STAFF:

Michael A. Kane, Director

Lynn Tadlock, Director, Planning and Development Division

Kirk Holley, Manager, Planning and Land Management Branch

Irish Grandfield, Supervisor, Planning and Land Management Branch

Michael Rierson, Supervisor, Resource Protection Group

Scott Sizer, Engineer, Planning and Land Management Branch

Board Agenda Item
April 9, 2003

ACTION - 1

Approval to Apply for a Grant from the Virginia Department of Forestry to Restore the Riparian Forest Buffer at Riverbend Park (Dranesville District)

ISSUE:

Approval to apply for grant funds in the amount of \$6,840 from the Virginia Department of Forestry to restore the riparian forest buffer at Riverbend Park.

RECOMMENDATION:

The Park Authority Director recommends approval to apply for grant funds in the amount of \$6,840 from the Virginia Department of Forestry to restore the riparian forest buffer at Riverbend Park.

TIMING:

Board action is requested on April 9, 2003. The submission deadline for this grant application was April 1, 2003. If the Board does not approve the submission of the application, it will be withdrawn.

BACKGROUND:

The Virginia Department of Forestry provides grants through the Urban and Community Forestry Assistance Program to promote tree planting, the care of trees, the protection and enhancement of urban and community forest ecosystems, and education on tree issues. Grants are awarded to encourage local governments and citizen involvement in creating and supporting long-term and sustained urban and community forestry programs at the local level.

Riverbend Park is a 400+ acre park along the Potomac River in Great Falls, Virginia. This grant request is for a project that will plant 750 trees to restore a riparian forest buffer in three areas within the park along the Potomac River. The first location is the riverbank in front of the Visitor Center, where an interpretive sign will describe the benefits of the restoration. The second location is 400 yards upstream from the Visitor Center, and the third location is the riverbank adjacent to the Weant Drive picnic area. The project is intended to educate visitors on the importance of riparian forests and to reduce erosion into the Potomac River and the Chesapeake Bay.

In addition to the Fairfax County Park Authority, several other organizations and community groups involved in supporting this project. Some will participate in planting

Board Agenda Item
April 9, 2003

trees. The partner organizations include the Virginia Department of Forestry, Northern Virginia Soil and Water Conservation District, Potomac Conservancy, Northern Virginia Conservation Trust, McLean High School, and the Boy Scouts of America.

FISCAL IMPACT:

Funding in the amount of \$6,840 is being requested from the Virginia Department of Forestry. The grant requires a dollar for dollar match. Match for this grant will be provided in the amount of \$5,895 from staff salaries and \$7,223 from volunteer services for a total project cost of \$19,958.

ENCLOSED DOCUMENTS:

None

STAFF:

Michael A. Kane, Director
Lee Stephenson, Director, Resource Management Division
Eugene Biglin, Manager, Site Operations
Marty Smith, Assistant Manager, Riverbend Park
John Callow, Senior Interpreter
Jan C. Boothby, Grants Coordinator

Board Agenda Item
April 9, 2003

ACTION - 2

Approval to Apply for a Grant from the Virginia Outdoors Fund (Land and Water Conservation Fund) for Development of CLEMYJONTRI Park, Phase I (Dranesville District)

ISSUE:

Approval to apply for grant funds in the amount of \$250,000 from the Virginia Outdoors Fund (Land and Water Conservation Fund) for development of CLEMYJONTRI Park, Phase I.

RECOMMENDATION:

The Park Authority Director recommends approval to apply for grant funds in the amount of \$250,000 from the Virginia Outdoors Fund (Land and Water Conservation Fund) for development of CLEMYJONTRI Park, Phase I.

TIMING:

Board action is requested on April 9, 2003. The submission deadline for this grant application is April 30, 2003.

BACKGROUND:

The Virginia Department of Conservation and Recreation administers the Virginia Outdoors Fund for the acquisition and development of public outdoor recreation areas and facilities. Funds are provided through state general fund appropriations, when available, and from federal apportionments from the Land and Water Conservation Fund that are available for the acquisition and/or development of outdoor recreation areas. The maximum grant amount is \$250,000.

CLEMYJONTRI Park is an 18.5 acre Community Park located in Dranesville District at 6319 Georgetown Pike in McLean. The parkland was donated to the Park Authority by Adele Lebowitz in March 2000, with the requirement that the park be named CLEMYJONTRI Park after her four children, and that Phase I of park development include an entrance road, accessible playground, picnic shelter and a carousel. The focus of the Agreement for Charitable Transfer (Agreement) was based on the donor's desire to provide an accessible playground where all children could play together unrestricted by physical barriers. The Agreement and deed further stipulate that the Park Authority must secure all of the requisite government approvals and fund

Board Agenda Item
April 9, 2003

allocations for the development of Phase I within five years from the date of transfer or the property will revert to the donor.

Funding requirements for Phase I development are estimated to be approximately \$2,374,200. In January 2002, the Park Authority Board approved a funding allocation for Phase I in the amount of \$1,868,200 based on preliminary cost estimates. An additional \$500,000+ is needed to construct the accessible playground.

A Resolution of Support is required for enclosure in the proposal and is included as an attachment.

FISCAL IMPACT:

Funding in the amount of \$250,000 is being requested from the Virginia Outdoors Fund. This is a reimbursable grant program requiring a minimum 50 percent match. Funds will be available in the amount of \$250,000 in Project 475502, Community Park Development in Fund 370, Park Authority Bond Construction for a total of \$500,000 for the project. Upon reimbursement by the state, funds in the amount of \$250,000 will be deposited in Project 004534, Park Contingency in Fund 371, Park Capital Improvement Fund. In addition, the Fairfax County Park Foundation may provide cash match for this project as a result of its fundraising efforts.

ENCLOSED DOCUMENTS:

Attachment 1: Resolution of Support

STAFF:

Michael A. Kane, Director
Lynn Tadlock, Director, Planning and Development Division
Mark Holsteen, Project Manager
Jan C. Boothby, Grants Coordinator

Board Agenda Item
April 9, 2003

ACTION - 3

Mastenbrook Volunteer Matching Fund Grant Program Request - Fort Hunt Youth Athletic Association (Mount Vernon District)

ISSUE:

Approval of a Mastenbrook Volunteer Matching Fund Grant Program request from the Fort Hunt Youth Athletic Association in the amount of \$10,000 for the installation of an irrigation system at Hollin Hall Park.

RECOMMENDATION:

The Park Authority Director recommends approval of a Mastenbrook Volunteer Matching Fund Grant Program request from the Fort Hunt Youth Athletic Association in the amount of \$10,000 for the installation of an irrigation system at Hollin Hall Park. **(This item was reviewed by the Planning and Development Committee on April 2, 2003, and approved for submission to the Park Authority Board.)**

TIMING:

Board action is requested on April 9, 2003, in order to award the grant.

BACKGROUND:

The Fort Hunt Youth Athletic Association has requested \$10,000 of Mastenbrook Volunteer Matching Fund Grant Program funds to install an irrigation system at Hollin Hall Park. The system will provide water to properly maintain two sixty-foot baseball fields used by Fort Hunt Little League baseball teams. Over 600 youth from ages 5 to 17 play baseball in the spring and fall each year. The Fort Hunt Youth Athletic Association received Mastenbrook grant funds in 2001 for the installation of a scoreboard at Hollin Hall Park.

Matching funds are available to complete this project.

The applicant will coordinate the project with appropriate Park Authority staff.

FISCAL IMPACT:

Based on the total project budget, funding in the amount of \$42,000 is required to complete the irrigation system project. Funds are currently available in the amount of \$10,000 in Project 474498, Infrastructure Renovation in Fund 370, Park Authority Bond

Board Agenda Item
April 9, 2003

Construction, as a result of the Mastenbrook Volunteer Matching Fund Grant Program and \$32,000 is available from the Fort Hunt Youth Athletic Association resulting in total available funding of \$42,000.

Contingent on the approval of this project, the remaining balance in the Mastenbrook Volunteer Matching Fund Grant Program will be \$98,659.

ENCLOSED DOCUMENTS:

Attachment 1: Mastenbrook Volunteer Matching Fund Grant Program Request - Hollin Hall Park Irrigation System

STAFF:

Michael A. Kane, Director

Lynn Tadlock, Director, Planning and Development Division

Timothy White, Director, Park Operations Division

Jan Boothby, Grants Coordinator

Board Agenda Item
April 9, 2003

ACTION - 4

Scope Approval - Oak Marr RECenter Improvements (Providence District)

ISSUE:

Approval of the project scope to design and construct Improvements to the mechanical and plumbing systems at Oak Marr RECenter.

RECOMMENDATION:

The Park Authority Director recommends approval of the project scope to design and construct Improvements to the mechanical and plumbing systems at Oak Marr RECenter. **(This item was reviewed by the Planning and Development Committee on April 2, 2003, and approved for submission to the Park Authority Board.)**

TIMING:

Board action is requested on April 9, 2003, to maintain the project schedule.

BACKGROUND:

The Oak Marr RECenter was newly built and opened for public use in 1988. Fifteen (15) years later, the building systems are starting to show their age in the form of reduced availability and performance. The most critically worn systems are mechanical heating and air conditioning (HVAC).

A project team was assembled to establish a prioritized list of improvements for Oak Marr RECenter. The team included representatives from Park Services Division, Park Operations Division and the Planning and Development Division. With the assistance of a consultant (Studio 3 Architects), the project team evaluated and prioritized spatial and HVAC system needs, as well as other improvements which would increase service and business opportunities for the facility. The joint recommendations of the team and the consultant were documented in a report, which included a prioritized list of all of the identified needs, an order of magnitude cost estimate, conceptual sketches of interior building improvements, and a preliminary implementation schedule. Routine maintenance items were not included in the report, since they are addressed on a set timeline and are funded by specific maintenance funds.

The following is a comprehensive summary of the needed improvements, as identified in the consultant report and endorsed by the project team:

Board Agenda Item
April 9, 2003

1. Natatorium Dehumidification Equipment
 - A. Replacement of two (2) Dectron dehumidification/heat recovery units serving the main pool area.
 - B. Replacement of one (1) Dectron dehumidification/heat recovery unit serving the spa area.
 - C. Replacement of a Z-duct air to air rooftop-mounted heat exchanger serving the bleacher area.
2. Multi-Zone Rooftop Equipment
 - A. Replacement of one (1) Mammoth RTU-1 unit serving various areas.
 - B. Replacement of one (1) Mammoth RTU-2 unit serving various areas.
 - C. Replacement of one (1) Mammoth RTU-3 unit serving various areas.
3. Rooftop Cooling Unit
 - A. Upgrading from 7.5-ton to 15-ton Carrier cooling unit serving the fitness room.
4. Domestic Water Heating System
 - A. Replacement of two water heaters and one re-circulation pump serving the entire facility.
5. Interior Improvements
 - A. Expansion of the fitness room.
 - B. Accessibility upgrades and expansion of the upper floor restrooms.
 - C. Conversion of the snack bar to a classroom, including storage area.
 - D. Conversion of the racquetball courts to exercise rooms.
 - E. Redesigning of the reception area and replacing of the control counter.
 - F. Installation of a vending area in the entrance lobby.
 - G. Construction of stairs in the deep end of the pool.
 - H. Replacement of the roof access ladder.

The preliminary cost estimate for designing and constructing all of the above improvements was approximately \$4,000,000.

Given the limited availability of project funds, and a determination by the project team that making improvements to the HVAC system represented the most critical need at the facility, an HVAC specialty consultant (SWSG) was hired to perform a detailed inspection of the HVAC systems, prepare a comprehensive cost-benefit analysis comparing repair

Board Agenda Item
April 9, 2003

versus replacement costs for the individual components and provide specific recommendations concerning repair versus replacement. A summary of SWSG's findings and recommendations are outlined in Attachment 2. As a result of SWSG's findings, the project team recommends making the following improvements at Oak Marr RECenter:

- Replace the natatorium dehumidification equipment.
- Repair the multi-zone rooftop equipment.
- Repair the rooftop cooling unit serving the fitness center
- Replace the domestic water heating system.
- Clean all ductwork and HVAC equipment.
- Construct a stair in the deep end of the pool.

Because the HVAC equipment serving the natatorium could potentially fail at any time, and fabricating new equipment takes a minimum of ninety (90) days, the project team directed SWSG to begin designing the replacement equipment to enable the work to be performed during the pool shutdown scheduled for August 2003. SWSG is currently preparing a detailed schedule that proposes performing the work between August 2003 and October 2003. Replacement of the HVAC equipment will be coordinated with the biannual pool maintenance shutdown scheduled for August 2003.

In addition, the project team is recommending construction of a stair in the deep end of the pool. All RECenters are currently being scheduled to receive a deep end stair to enhance programmatic and operational needs of the facilities. Coordinating construction of the pool stair with the biannual pool maintenance work and the proposed HVAC improvements would eliminate the need for an extended pool shutdown in the near future.

The preliminary cost estimate for the improvements as itemized in Attachment 2 is \$1,201,000.

FISCAL IMPACT:

Based on the scope cost estimate, funding in the amount of \$1,201,000 is necessary for this project. Funding is currently available in the amount of \$400,000 in Project 474498, Infrastructure Renovation, Fund 370, Park Authority Bond Construction; in the amount of \$300,000 in Project 474698, Trails and Stream Crossings, Fund 370, Park Authority

Board Agenda Item
April 9, 2003

Bond Construction; in the amount of \$150,000 in Project 475598, Community Park Development in Fund 370, Park Authority Bond Construction; in the amount of \$75,000 in Project 004748, General Park Improvements, Fund 371, Park Capital Improvement Fund; in the amount of \$46,000 in Project 004534, Park Contingency, Fund 371, Park Capital Improvement Fund; and in the amount of \$230,000 in the Facilities and Services Reserve in Fund 371, Park Capital Improvement Fund for a total of \$1,201,000 to complete this project. See Attachment 4 for a funding summary.

ENCLOSED DOCUMENTS:

Attachment 1: SWSG Consultant Summary and Recommendations
Attachment 2: Preliminary Cost Estimate
Attachment 3: Development Project Fact Sheet

STAFF:

Michael A. Kane, Director
Cindy Messinger, Director, Park Services Division
Charlie Bittenbring, Manager, Leisure & Wellness Branch
Timothy K. White, Director, Park Operations Division
Ron Pearson, Supervisor, Facilities Support Section
Lynn S. Tadlock, Director, Planning and Development Division
John D. Pitts, Manager, Project Management Branch
John Lehman, Supervisor, Project Management Branch
Don Sotirchos, Project Manager, Project Management Branch

Board Agenda Item
April 9, 2003

ACTION - 5

Contract Award - Hidden Pond Park Pedestrian Bridge and Asphalt Trail (Springfield District)

ISSUE:

Approval of a contract award to Finley Asphalt and Sealing of Manassas Park, Virginia in the amount of \$189,252, for the construction of an asphalt trail and pedestrian bridge in Pohick Stream Valley at Hidden Pond Park.

RECOMMENDATION:

The Park Authority Director recommends that the Park Authority Board approve a contract award to Finley Asphalt and Sealing of Manassas Park, Virginia in the amount of \$189,252 for the construction of an asphalt trail and pedestrian bridge in Pohick Stream Valley at Hidden Pond Park. In addition, the Director recommends reserving \$18,925 or ten (10) percent of the contract award for construction contingency and \$11,323 or six (6) percent of the contract award for administrative costs.

Contract Award	\$189,252
Contract Contingency (10%)	\$18,925
Administrative Cost (6%)	<u>\$11,323</u>

TOTAL COST	\$219,500
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(This item was reviewed by the Planning and Development Committee on April 2, 2003, and approved for submission to the Park Authority Board.)

TIMING:

Board action is requested on April 9, 2003, to maintain the project schedule.

BACKGROUND:

Hidden Pond Park is a 25.6-acre community park located in the Springfield Magisterial District. The 1998 Park Bond Program includes a Capital Improvement Project to construct a pedestrian trail and bridge at Hidden Pond Park. The Park Authority Board approved the project scope on April 12, 2000. The approved scope includes trail design in Pohick Stream Valley at Hidden Pond Park in accordance with the Master Plan. Facilities proposed for construction include an asphalt trail, a pedestrian bridge across Pohick Creek, and a portion of stonedust trail along Pohick Creek. During design

Board Agenda Item
April 9, 2003

development the project team determined that the portion of stonedust trail along Pohick Creek was not feasible to construct due to wetland impacts and a shortage of available funding. That portion of trail exists as a natural surface trail.

Five (5) sealed bids for the development of Hidden Pond Park were received and opened on March 18, 2003, as summarized in Attachment 1. The lowest responsible bidder was Finley Asphalt and Sealing. Their total bid of \$189,252 is \$12,416 or 7% more than the Park Authority's pre-bid estimate of \$176,836 and \$50,174 below the next lowest bidder. The work is to be completed within 120 calendar days of Notice-to-Proceed. Finley Asphalt and Sealing holds an active Virginia Class A Contractor's License. The Department of Tax Administration has verified that Finley Asphalt and Sealing has the appropriate Fairfax County Business, Professional and Occupational License (BPOL).

FISCAL IMPACT:

Based on the post-bid update, funding in the amount of \$219,500 is necessary to award this contract and to fund the associated contingency, and administrative costs. Based on encumbrances and expenditures to date, funding is currently available in the amount of \$39,500 in Project 474698, Trails and Stream Crossing Improvements, Fund 370, Park Authority Bond Construction, and in the amount of \$100,000 in Project 004534, Contingency, Fund 371, Park Capital Improvement Fund, and in the amount of \$80,000 in Project 474198, Athletic Fields, Fund 370, Park Authority Bond Construction for a total of \$219,500 needed to complete this project. See Attachment 5 for a Funding Summary.

ENCLOSED DOCUMENTS:

Attachment 1: Bid Results Form
Attachment 2: Scope of Work
Attachment 3: Pre-bid Estimate
Attachment 4: Overall Plan-Base Bid
Attachment 5: Funding Summary

STAFF:

Michael A. Kane, Director
Lynn S. Tadlock, Director, Planning and Development Division
John D. Pitts, Manager, Project Management Branch
Tim Scott, Project Manager, Project Management Branch

Board Agenda Item
April 9, 2003

ACTION - 6

Contract Award - Open-ended Contract for Cultural Landscape Report Consultant Services

ISSUE:

Approval of open ended contract awards to Rhodeside and Harwell, Inc., of Vienna, Virginia, and John Milner Associates of Charlottesville, Virginia, in the amount of \$150,000, each, to provide Cultural Landscape Reports for various sites in the County.

RECOMMENDATION:

The Park Authority Director recommends that the Park Authority Board approve contract awards to the firms of Rhodeside and Harwell, Inc. and John Milner Associates. The contracts are not to exceed \$150,000 and are for a period of one year with the option of two (2) one-year renewals. **(This item was reviewed by the Planning and Development Committee on April 2, 2003, and approved for submission to the Park Authority Board.)**

TIMING:

Board action is requested on April 9, 2003, to maintain the project schedule.

BACKGROUND:

In August 2002, staff began the process to establish an open-ended contract for consultant services to provide Cultural Landscape Reports. At least four (4) historic sites owned by the Park Authority including Huntley Historic Site, Margaret White Property, Union Mills, and Mt. Air, have been identified as needing Cultural Landscape Reports in the near future. Staff has completed the steps necessary to select the consulting firms. The process included establishment of a Selection Advisory Committee comprised of three (3) staff members from two (2) different divisions to review the qualification material submitted by interested firms and perform interviews. Five (5) firms were interviewed for the contract. The criteria used to select the firms included: general experience, experience with Cultural Landscape Reports and historic sites, qualifications of staff, quality of work, project management and quality control strategies, response to prepared questions, and responsiveness.

The services to be provided from the consultants are:

Board Agenda Item
April 9, 2003

Historic Research - Research the history of the landscape to determine its historic periods of significance and provide a foundation to guide the decision making process regarding management, maintenance and interpretation of the site's features.

Surveying and Mapping - Provide a record of the landscape as it presently exists, including landforms, structures, vegetation, and other natural and cultural resources. Services may include use of surveying techniques, archaeological techniques, photography, Ground Penetrating Radar systems, and GIS mapping systems.

Site Analysis - Determine the landscape features that contribute to the landscape's historic character. This may include off-site items such as viewshed and surrounding land uses.

Landscape Architectural Services - Provide design services for various purposes including adaptation of historic sites to public use, implementation of preservation and management plans, and interpretation of the historic and culturally significant aspects of the landscape.

Archaeological Services - Provide minor archaeological services to cover unforeseen circumstances relating to the cultural resources under study.

Contracts will be signed with the above firms for a period of one (1) year with the option of two (2) one-year extensions. A small amount of money, \$100, will be encumbered to open and establish each contract. As services are needed on a specific project, a proposal will be requested from one of the open-end firms based on: 1. expertise required for the project, 2. availability of the firm, 3. intention to distribute the work.

Each contract will be terminated when the time frame expires or the maximum amount of the contract has been assigned to projects, whichever occurs first. These contracts do not guarantee any amount to any firm. If no work is contracted, no funds will be spent.

FISCAL IMPACT:

Funds are necessary in the amount of \$100 per consultant to open and establish the contracts for open-end professional services for a total of \$200. Funds are available in the amount of \$200 in Project 004534, Park Contingency, Fund 370, Park Authority Bond Construction to open these contracts. Funds will be charged to each project as work is assigned up to the maximum amount of the contract. This Board action does not commit funds if no work is contracted.

Board Agenda Item
April 9, 2003

ENCLOSED DOCUMENTS:

None

STAFF:

Michael A. Kane, Director

Lynn S. Tadlock, Director, Planning and Development Division

Lee Stephenson, Director, Resource Management Division

Michael Rierson, Support Services Manager, Resource Management Division

John D. Pitts, Manager, Project Management Branch

John Lehman, Supervisor, Project Management Branch

Elizabeth Cronauer, Project Manager, Project Management Branch